

Timekeepers, Managers and HR Practitioners can approve the time entered by employees. You have the option to approve, deny, or send back time entered by employees.

APPROVE TIME ENTERED

To view a Time Entry approval request:

1. Navigate to your **Inbox**.
2. Click the **Time Entry** task for the respective employee.
3. After reviewing the employee's time, click **Approve** at the bottom of the page to approve the time entered.



Note:

- **Send Back** - used to send an employee's entered time back to them to modify.
- **Deny** button - used to deny an employee's entered time. If you send or deny and employee's time you will need to enter a comment an appropriate comment and detail for sending back or denying the time entered.
- **Close** - allows you to not take any action on the time entered.

Time Entry Approval
Time Entry: Alex [redacted] - 20 hours from 08/16/2020 to 08/29/2020

34 minute(s) ago - Effective 08/22/2020

Worker: Alex [redacted]

Daily Totals: 3 items

| Date | Type | Hours |
|-----------|---------|-------|
| Tue, 8/18 | Regular | 4 |
| Wed, 8/19 | Regular | 8 |
| Thu, 8/20 | Regular | 8 |

Entries to Approve: 3 items

| Date | Type | Time Block Reported Quantity | Units | In | Out | Out Reason | Worktags | Comment | Details |
|-----------|---------|------------------------------|-------|----------|----------|------------|-------------|---------|---------|
| Tue, 8/18 | Regular | 4 | Hours | 07:00 AM | 11:00 AM | Out | Accrual: No | | CL |
| Wed, 8/19 | Regular | 8 | Hours | 08:00 AM | 04:00 PM | Out | Accrual: No | | CL |
| Thu, 8/20 | Regular | 8 | Hours | 08:00 AM | 04:00 PM | Out | Accrual: No | | CL |

All Current Time: 3 items

| Date | Type | Time Block Reported Quantity | Units | In | Out | Out Reason | Worktags | Comment | Details |
|-----------|---------|------------------------------|-------|----------|----------|------------|-------------|---------|---------|
| Tue, 8/18 | Regular | 4 | Hours | 07:00 AM | 11:00 AM | Out | Accrual: No | | CL |
| Wed, 8/19 | Regular | 8 | Hours | 08:00 AM | 04:00 PM | Out | Accrual: No | | CL |
| Thu, 8/20 | Regular | 8 | Hours | 08:00 AM | 04:00 PM | Out | Accrual: No | | CL |

Approve Send Back Deny Close

4. If approved, click the **Detail and Process** arrow to view the employee's time entry summary.
5. Click **Done**.



Note: To correct an employee's time or time off request that was previously approved, the manager will need to contact HR Practitioner to rescind the transaction by using the Cancel or Delete an Incomplete Business Process in Workday job aid.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.